



411th BSB
Environmental Management System's
Cross Functional Team
31 March 2004
Meeting Summary

The EMS Coordinator, Ms. Kimmerly, provided an introduction to the meeting and summarized the material that was handed out.

Ms. Osborne-Flesch presented the results of the EMS Self Assessment conducted at the BSB and submitted to IMA-EURO on 30 March 2004. The results reflected 37.4% progress in the implementation of the EMS at present; however, Ms. Osborne-Flesch cautioned that some of the elements which were designated as being 100% complete might still need adjustment to incorporate EMS into pre-existing procedures established by both DoD and DA.

Ms. Osborne-Flesch discussed the status of the editing of the Draft Implementation Plan and the BSB's Environmental Policy Statement and encouraged those who had not yet submitted their comments to do so for inclusion. The suspense date for this activity was set as 16 April 2004. The comments and suggestions for improvement provided by the attendees will be incorporated into the documents and will be presented to the Environmental Quality Control Committee on 03 June 2004 for Command approval.

Discussion was held concerning the best method of conducting the EMS Kick-off Meeting and a decision was made to combine it with the next EQCC Meeting on 03 June 2004. A brief overview of the current status of EMS implementation, a summary of the EMS Self Assessment results, the presentation of unit CFT Members and the presentation of the Final Draft Implementation Plan for EQCC review will be conducted at the Kick-off Meeting.

The CFT members were asked to help develop unit Mission Focus information and were presented guidance on gathering this information. Both Ms. Kimmerly and Ms. Osborne-Flesch will serve as resources to help CFT members gather this information, if so requested.



The proposed procedure for the identification of Aspects and Significant Impacts was discussed and the attendees were requested to provide their comments and ideas for improvement by NLT 16 April 2004.

Each attendee was presented a Cross Functional Team Manual with the following information:

1) Hardcopies of:

- Agenda;
- the Slide Presentation;
- Draft Identification of Aspects and Impacts Procedure;
- the revised Draft 411th BSB Command Environmental Policy Statement;
- Copy of the Proposed Unit Information Sheet;
- Instructions to Leaders and Staffs for Using the EMS Interview Template;
- and,
- An Instructional description on Identifying Mission Focus.

At the end of the meeting, the CFT members decided to hold an additional meeting on Wednesday, 14 April 2004 at 13:30 hours, in the DPW Conference Room. At this meeting the Members will discuss their comments and ideas for improvement on the Draft Implementation Plan, the revised Draft 411th BSB Command Environmental Policy Statement, the procedure for identifying Mission Focus and the Draft Identification of Aspects and Impacts in a round table format with the EMS Coordinators.

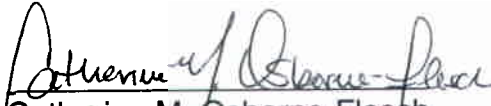
The monthly recurring meetings will continue to be held on the last Wednesday of each month at 13:30 hrs (28 April 2004; 26 May 2004; 30 June 2004; 28 July 2004, etc.). These meetings will be conducted in the Casablanca Room, Building 31, Campbell Barracks.

Attendees:

Mr. Jason Dickerson, DDDE
Mr. Brian Burkholder, DDDE
Mr. Horst Pommert, FES
Mr. James Byrnes, 30th Med
Mr. Dan Welch, 411th BSB DPW EMO
Ms. Arrie Carson, DECA
Mr. Frank Sholedice, DECA
Mr. John Campochiaro, AMC
CPT Michael Banks, OSJA, V Corps



Mr. Dave Freeman, 411th BSB HSG DIV
Mr. Roy Miller, AAFES
Mr. Ed Subjek, AMC
Mr. Travis Vowinkel, 411th BSB DPW O&M
Ms. Naomi Ambridge, 411th BSB DPW


Catherine M. Osborne-Flesch
411th BSB DPE EMO
EMS Assistant Coordinator

DISTRIBUTION:

Cross Functional Team Members
MAJ Capps, 411th BSB DPW
Mr. Taylor, 411th BSB DPW
Mr. Graves, 411th BSB
LTC Vanderpot, 411th BSB